

**RUTHERFORD COUNTY CONDITIONAL USE PERMIT
APPLICATION FORM**

Submit to the Planning Office
One Public Square South, Suite 200, Murfreesboro TN 37130
(615) 898-7730

Please return this completed form to the planning department with:

1. A concept plan/site plan
2. A copy of the deed to the property under consideration.
3. If applicant is not the owner, then he/she must submit a notarized designation as Attorney-in-Fact.
4. An application fee of \$300.

Submitted By: _____

Applicant s Address: _____

City: _____ **State:** _____ **Zip Code:** _____

E-mail Address: _____

Phone Number: Home: _____ **Work:** _____

Property Owner: _____

Address of Subject Property: _____

City: _____ **State:** _____ **Zip**

Code: _____

Tax Map____ **Group**____ **Parcel**____ **Deed Book**____ **Page**____

How is the subject property presently used? _____

What is the present zoning of the subject property? _____

What is the size of the subject property? _____

Explain in detail what you propose to do with property, i.e. a clear definition of the proposed use, the hours and days of operation, the number of employees (if any), the number of vehicles, types of vehicles, the number and size of buildings, and any other information you wish to supply to aide in expediting your request. Please be very specific about the activity you are proposing to do on this property so that the staff may better serve you.

A concept plan, drawn to scale, showing all existing and proposed buildings, septic system and field line areas, driveways, and any other pertinent information regarding the application should be submitted with this form.

Do you plan to have a sign? _____

If yes, how many? _____ What size(s)? _____

Will you employ anyone? _____ If yes, how many? _____

Will any employees come to this site? _____

Who provides water service to this property? _____

What fire department serves the property in question? _____

Where is the nearest fire hydrant in relation to this property? _____

Parking Lot Information for Site Plan*:

Is the parking lot to be paved? Yes _____ No _____

Will the Parking Lot have continuous curbing or individual wheel stops along the perimeter of the portion of the parking lot which abuts the street right-of-way? Yes _____ No _____

*A "no" answer to either question will require a variance from the appropriate section of the Rutherford County Zoning Resolution which can be submitted as part of this application.

Initial _____

Please note that this is the first step in completing your Conditional Use Permit request. A site plan must be approved prior to obtaining any building permits. Under some circumstances, a professional site plan will have to be submitted and reviewed by the Planning Commission before any building permits are issued. By signing this application, you are acknowledging this requirement. We look forward to processing your application as soon as possible

Applicant's Signature: _____

Today's Date: _____

Applicant Deferral/Withdrawal Policy: If an applicant requests deferral or withdrawal after processing has begun, fees are non-refundable. Re-application following an applicant's request for deferral/withdrawal will require a new application fee.

Applicant Initials_____ Date _____

Submit to the Rutherford County Building Codes Department
Room 100
Rutherford County Office Building
One Public Square South
Murfreesboro, TN 37130

Date: _____

This form is to be completed by the Codes Administration Department prior to submission of any application to the Planning Department.

An evaluation has been done by Rutherford County Codes Administration for compliance for the following proposed use:

Proposed Use: _____

Address: _____

- ζ A Building Permit will be required upon approval.
- ζ This proposed use will NOT require a building permit.
- ζ A set of engineered plans will be required for plan review at least three (3) days prior to issuance of the building permit.
- ζ An inspection of the site upon completion will be required.
- ζ This proposed use will NOT require a site inspection.
- ζ The Rutherford County Development Tax shall be assessed upon arrival prior to issuance of the Building Permit.
- ζ This proposed use will NOT require payment of the Rutherford County Development Tax.

Additional Remarks: _____

NOTE: All public buildings shall be required to comply with the American Disabilities Act (ADA) for handicap accessibility.

Signature: _____

Title: _____

AFFIDAVIT NOTIFYING APPLICANT OF INTENT TO ENTER PROPERTY

Submit to the Planning Department

One Public Square South, Suite 200, Murfreesboro, TN 37130

(615) 898-7730

I, _____, the applicant and requestor of this Zoning appeal process, hereby grant the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals full access to the property under consideration for the purpose of conducting on site investigations, take the necessary photographs and videos, place a zoning sign, and conduct any other business necessary to complete the requested application and review of the same. I further understand that if the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals are prevented from conducting the above investigations, taking the necessary photographs and video, placing a zoning sign, or conducting any other business necessary to complete the requested application and review that my request will be removed from the appropriate meeting agenda. I further understand that my application will not be placed back on to the appropriate meeting agenda until such time as the employees of the Rutherford County Regional Planning Commission and the Rutherford County Board of Zoning Appeals can enter the property and conduct the necessary on site investigations, take the necessary photographs and video, place a zoning sign, or conduct any other business necessary to complete my application and review of the same. I further agree to hold Rutherford County, the Rutherford County Regional Planning Commission, the Rutherford County Board of Zoning Appeals, their agents, employees, and members harmless for any damages caused to person or property connected in any way with their entry upon my property for the purposes set forth herein.

Signature: _____

Date: _____

Witness my hand and official seal at Murfreesboro, Tennessee, this ____ day of _____, 200__.

My Commission Expires: _____

Notary Public

CHECKLIST

Before we can accept your rezoning, conditional use permit, or variance application, please make sure you have all the items listed below:

- ☐ A completed application.
- ☐ A concept plan drawn to scale.
- ☐ A copy of the deed to the property.
- ☐ A Letter of Attorney-in-Fact if submitted by anyone other than current land owner.
- ☐ A form completed and signed by a Building Codes Official. Their hours are 8:00 a.m. until 4:30 p.m., Monday through Friday.
- ☐ A signed and notarized access affidavit. Notary services are available in our office at no charge.
- ☐ \$300 application fee.